

14-001 AB



BOARD OF COUNTY COMMISSIONERS' (BOCC) CONCURRENCE FORM

This form must be completed for all staff reports being prepared for BOCC meetings/public hearings and is the cover sheet for the staff report. The original (single-sided) staff report needs to be submitted to the County Manager's Office one (1) week in advance of the scheduled presentation date. For Closed Sessions please submit the original (single-sided) and 8 (double-sided copies) of the staff report.

To: Office of the County Manager

From (Name & Division): Diane George, CPPB Procurement/Finance **Phone #:** 301-600-1047

Requested Meeting Date (mm/dd/yr): 07/11/13 **Est. Presentation Time:** 10 minutes

Staff Report Topic:
(The text provided here will also be reflected on the meeting agenda and county's website.)

Pur Memo #14-001, FY14 Hardware/Software Maintenance Renewals for the Division of Interagency Information Technologies (IIT)

County Funds Requested/Required: \$2,104,763

Type of Meeting:
(Click to place a check mark in the following appropriate boxes.)

☒ **Administrative Business** *(The Consent Agenda Committee determines which items are eligible for the consent agenda.)*

☐ Worksession ☐ Closed Session ☐ Public Hearing (a.m. ☐ or p.m. BOCC/BOE Mtg. ☐ County/Municipalities Mtg.

☐ Power Point Presentation

Board Action Desired: ☒ Decision ☐ Guidance ☐ Information

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below :

	Initials	Date	Comments Y/N <i>(Page 2)</i>
<input checked="" type="checkbox"/> Budget Officer	<u>DMK</u>	<u>7/3/13</u>	
<input checked="" type="checkbox"/> Finance Director	<u>EW</u>	<u>7/5/13</u>	<u>N</u>
<input checked="" type="checkbox"/> County Attorney's Office	<u>AJM</u>	<u>7/5/13</u>	<u>Y</u>
<input checked="" type="checkbox"/> County Manager	<u>ed</u>	<u>7/8/13</u>	<u>N</u>

Other Reviewing Divisions/Agencies:

(Click to place a check mark in the following appropriate spaces.)

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Animal Control			
<input type="checkbox"/> Business Development & Retention			
<input type="checkbox"/> Citizens Services			
<input type="checkbox"/> Community Development			
<input type="checkbox"/> Emergency Management			
<input type="checkbox"/> Fire & Rescue Services			
<input type="checkbox"/> Health Services			
<input type="checkbox"/> Human Resources			
<input type="checkbox"/> Interagency Information Technologies			
<input type="checkbox"/> Internal Audit			
<input type="checkbox"/> Parks & Recreation			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Transit Services			
<input type="checkbox"/> Utilities & Solid Waste Management			
<input checked="" type="checkbox"/> Other: <u>Procurement & Contracting</u>	<u>see memo</u>		
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			

Elected Officials or Independent Agencies:

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Board of Education			
<input type="checkbox"/> Board of Elections			
<input type="checkbox"/> Board of License Commissioners			
<input type="checkbox"/> Citizens Care & Rehabilitation Center/ Montevue Assisted Living			
<input type="checkbox"/> Frederick Community College			
<input type="checkbox"/> Frederick County Public Libraries			
<input type="checkbox"/> Sheriff's Office			
<input type="checkbox"/> Social Services			
<input type="checkbox"/> State's Attorney's Office			

Comments:

1. <u>From:</u> _____	<u>Date:</u> _____
2. <u>From:</u> _____	<u>Date:</u> _____
3. <u>From:</u> _____	<u>Date:</u> _____
4. <u>From:</u> _____	<u>Date:</u> _____
5. <u>From:</u> _____	<u>Date:</u> _____

BID AWARD CONCURRENCE CHECK OFF AND INFORMATION SHEET

The Board of County Commissioners has requested the following information be provided for all bid awards. Special emphasis has been placed on receiving the concurrence of all County Departments that may have any involvement in a procurement action. Please complete, including concurrence signatures, and include it with the bid award recommendation.

1. Procurement Item and Bid #: Recommendation to Approve

Hardware/Software Maintenance Renewals for FY14

2. Name and phone number of staff person to be contacted regarding this procurement and will be present for the bid award recommendation: Sherry A. Weakley, CIO/Director, IIT.

x12377

3. Types of funds:	Acct. #'s	Available Budget Balances
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- | | | | |
|---------------|-------------------------------------|-----------------------------|------------|
| 1. Capital | <input type="checkbox"/> | | |
| 2. Operating | <input checked="" type="checkbox"/> | <u>10-9141-52405-000000</u> | FY14 Funds |
| 3. Enterprise | <input type="checkbox"/> | <u>10-9145-52405-000000</u> | FY14 Funds |
| 4. Other | <input type="checkbox"/> | | |

4. Source of funds:

- | | |
|---|-------------------------------------|
| 1. County <input checked="" type="checkbox"/> | 3. Federal <input type="checkbox"/> |
| 2. State <input type="checkbox"/> | 4. Other <input type="checkbox"/> |

Concurrence List

(Check applicable staff/department(s) and obtain signature(s))

- | | |
|--|-------------------|
| <input type="checkbox"/> Sheriff | |
| <input type="checkbox"/> Corrections Bureau | |
| <input type="checkbox"/> Law Enforcement Bureau | |
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| <input type="checkbox"/> State's Attorney | |
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 | |
| <input type="checkbox"/> County Attorney | |
| <input checked="" type="checkbox"/> County Manager | <u>ed 7/8/13</u> |
| <input type="checkbox"/> Volunteer Fire & Rescue | |
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| <input checked="" type="checkbox"/> Budget Office | <u>see page 1</u> |
| <input type="checkbox"/> Animal Control Div. | |
| <input type="checkbox"/> Human Resources Div. | |
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- | | |
|---|------------------|
| <input checked="" type="checkbox"/> Finance Division Director | <u>EW 7/5/13</u> |
| <input type="checkbox"/> Accounting | |
| <input checked="" type="checkbox"/> Procurement & Contracting | <u>10/7/13</u> |
| <input type="checkbox"/> Risk | |
| <input type="checkbox"/> Treasury | |
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|---|--|
| <input type="checkbox"/> Parks & Recreation Div. Director | |
| <input type="checkbox"/> Parks Management | |
| <input type="checkbox"/> Recreation Programming | |
| <input type="checkbox"/> Custodial Services | |
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|---|--|
| <input type="checkbox"/> Public Works Division Director | |
| <input type="checkbox"/> Highways & Transportation | |
| <input type="checkbox"/> Facilities & Project Services | |
| <input type="checkbox"/> Fleet Services | |

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|---|--|
| <input type="checkbox"/> Utilities & Solid Waste Management Div. Director | |
| <input type="checkbox"/> Engineering & Planning | |
| <input type="checkbox"/> Solid Waste Management | |
| <input type="checkbox"/> Water & Sewer | |
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| <input type="checkbox"/> Community Development Division Director | |
| <input type="checkbox"/> Planning & Development | |
| <input type="checkbox"/> Permits and Inspections | |
| <input type="checkbox"/> Business Dev & Retention | |
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| <input type="checkbox"/> Health Services Division Dir. | |
| <input type="checkbox"/> Community Health & Nursing | |
| <input type="checkbox"/> Developmental Center | |
| <input type="checkbox"/> Environmental Health | |
| <input type="checkbox"/> Mental Health | |
| <input type="checkbox"/> Scott Key Center | |
| <input type="checkbox"/> Substance Abuse | |
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| <input type="checkbox"/> Citizens Services Division Dir. | |
| <input type="checkbox"/> Child Advocacy Center | |
| <input type="checkbox"/> Department of Aging | |
| <input type="checkbox"/> Family Partnership | |
| <input type="checkbox"/> Housing & Community Development | |
| <input type="checkbox"/> Office for Children & Families | |
| <input type="checkbox"/> Human Relations | |
| <input type="checkbox"/> Transit | |
| <input type="checkbox"/> Workforce Services | |
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|---|--|
| <input type="checkbox"/> Fire & Rescue Services Div. Dir. | |
| <input type="checkbox"/> Emergency Services Bureau | |
| <input type="checkbox"/> Professional Services Bureau | |
| <input type="checkbox"/> Technical Services Bureau | |
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|---|--------------------|
| <input checked="" type="checkbox"/> Interagency Info. Tech. Div. Dir. | <u>SPW 6/12/13</u> |
| <input type="checkbox"/> Data | |
| <input type="checkbox"/> GIS | |
| <input type="checkbox"/> Voice | |
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|---|--|
| <input type="checkbox"/> Emergency Management Div. Dir. | |
| <input type="checkbox"/> Emergency Communications | |
| <input type="checkbox"/> Emergency Preparedness | |
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INDEPENDENT AGENCIES:

- | | |
|--|--|
| <input type="checkbox"/> Frederick County Public Libraries | |
| <input type="checkbox"/> Board of Education | |
| <input type="checkbox"/> Board of Elections | |
| <input type="checkbox"/> Frederick Community College | |
| <input type="checkbox"/> Department of Social Services | |
| <input type="checkbox"/> Citizens Care & Rehab Center & Montevue Assisted Living | |
| <input type="checkbox"/> Liquor Commission | |
| <input type="checkbox"/> Internal Audit Div. | |
|
 | |

OTHER: _____



FREDERICK COUNTY GOVERNMENT

DIVISION OF FINANCE

Erin M. White, CPA, Acting Director

Department of Procurement & Contracting

Diane George, CPPB, Director

Winchester Hall, 12 East Church Street
Frederick, Maryland 21701

www.FrederickCountyMD.gov

O: 301-600-1069 F: 301-600-2521

Commissioners

Blaine R. Young
President

C. Paul Smith
Vice President

Billy Shreve
David P. Gray
Kirby Delauter

Lori L. Depies, CPA
County Manager

EXECUTIVE SUMMARY

Purchasing Memo No. 14-001

Staff Topic Report: FY14 Hardware/Software Maintenance Renewals for the Division of Interagency Information Technologies (IIT)

County Funds Requested/Required: \$2,104,763

Recommendation: The Board of County Commissioners approve IIT's requested procurement of the hardware and software maintenance for FY14 identified on the attached list through the appropriate procurement method (sole source, bid/contract or quote) at the cost reflected on the attached spreadsheet.



FREDERICK COUNTY GOVERNMENT

DIVISION OF FINANCE

Erin M. White, CPA, Acting Director

Department of Procurement & Contracting

Diane George, CPPB, Director

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Lori L. Depies, CPA
County Manager

TO: Board of County Commissioners

FROM: Diane George, Director of Procurement & Contracting 

DATE: July 1, 2013

SUBJECT: FY14 Hardware and Software Maintenance Renewals
Interagency Information Technologies (IIT)

MEMO: 14-001

ISSUE:

Should the Board of County Commissioners approve IIT's recommended procurement of the hardware and software maintenance support for FY14 identified on the attached list through the appropriate procurement method (sole source, bid/contract or quote), in the total estimated amount of \$2,104,763 based on IIT's annual maintenance review for the specified hardware and software?

BACKGROUND:

IIT is presenting the FY14 hardware and software maintenance as a single agenda item for BOCC approval to provide an enterprise view of the County's software and hardware maintenance. As part of the annual maintenance review, IIT confirms with each owner department the necessity of the maintenance. The attached spreadsheet has the hardware and software maintenance identified as required renewal and BOCC approval along with the term for each service.

IIT has worked with the Department of Procurement & Contracting to obtain the required maintenance within the Purchasing Rules.

RECOMMENDATION:

The Director of Procurement & Contracting concurs with the request for extension of the recommended hardware and software maintenance as detailed on the attached spreadsheet and BOCC approval is requested.

FUNDING:

Financial Implication: No _____ Yes ✓

Existing Account Number: 10-9141-52405-000000 and 10-9145-52405-000000

Budget Transfer Required: No ✓ Yes _____

Amount of County Funding Requested: \$2,104,763

Other Pertinent Information: _____

DG/tsc

cc: S. Weakley



FREDERICK COUNTY GOVERNMENT
DIVISION OF INTERAGENCY INFORMATION TECHNOLOGIES

Sherry A. Weakley, Director

Winchester Hall, 12 East Church Street
Frederick, Maryland 21701

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Commissioners

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Billy Shreve
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Kirby Delauter

Lori L. Depies, CPA
County Manager

TO: Board of County Commissioners

THROUGH: Diane George, Director, Procurement & Contracting

FROM: Sherry A. Weakley, Chief Information Officer *Sherry A. Weakley*

DATE: June 5, 2013

SUBJECT: FY14 Hardware/Software Maintenance Renewals
IIT Correspondence No.: 13-045

ISSUE: Does the Board of County Commissioners approve procurement of the sole source and contracted FY14 IIT Division (9141) and GIS (9145) software maintenance and support as attached?

BACKGROUND: Funding for enterprise software and hardware maintenance is an operating expense in the Interagency Information Technologies (IIT) budget. Maintenance costs provide support, software patches, and the right to upgrade for specific software applications and hardware. Maintenance is the largest single operating expense in the division of IIT operating budget.

For FY14, the entire IIT division software/hardware maintenance budget increased \$238,416 from the FY13 division software/hardware adopted budget, from \$1,998,363 to \$2,236,779. This increase is due to contractual increases and additional software and hardware.

Working with the County Procurement and Contracting Department and following County purchasing rules, IIT uses three procurement vehicles for maintenance:

- sole source, when specific maintenance is available only from the vendor;
- bid/contract, when maintenance can be provided from multiple vendors; and
- quotes, when costs meet County purchasing thresholds for a multiple quote purchase.

Sole source purchases and \$50,000 or greater purchases require BOCC approval. This request represents those FY14 maintenance purchases requiring BOCC approval.

Board of County Commissioners
FY14 Hardware/Software Maintenance Renewal Procurements
IIT Correspondence No.: 13-045
Page Two

IIT confirms that the owner division using the software concurs that maintenance should be renewed. For instance, divisions of Finance and HR confirm Oracle PeopleSoft maintenance should be renewed, and the division of Community Development confirms that Infor Hansen maintenance should be renewed.

RECOMMENDATION: IIT recommends the Board of County Commissioners approve procurement of the software/hardware maintenance identified on the attached list as sole source or bid/contract as shown. Maintenance purchases not on this list will follow County procurement policy approvals.

If you have any questions, please contact me at x12377.

SAW:jgf

Attachment: FY14 Hardware/Software Maintenance Procurement Recommendation

pc: Diane George, Director, Procurement and Contracting
Tammy Conrad, Procurement Analyst, Procurement and Contracting

FUNDING INFORMATION:

Financial Implication: No _____ Yes X (If yes, provide the following information.)

Existing Account Number: 10-9141-52405-000000 (IIT), 10-9145-52405-000000 (GIS)

Budget Transfer Required: No X Yes _____

Amount of County Funding Requested: \$2,104,763

Other Pertinent Information: Attached list of budgeted maintenance

FY14 IIT Sole Source and Contract Hardware / Software Maintenance Renewals

Product/ Application	Proposed Vendor	Product Description	Maintenance Purchase Rec / Notes	Contract Term	FY 2014 BoCC Request
Browsealoud (FCG & GIS)	Texthelp	Website reader technol	Sole Source	2 year	5,601
Checkpoint Firewall	Contract	Utility software tool	3 yr maint ends 7/1/14	1 year	65,000
Cisco Equipment	Presidio Corporation	Network end point	Bid/Contract	Yr 3 of 3 yr contract	89,720
CivicPlus Website Support	CivicPlus	County website	Sole Source	Yr 4 of 5 yr contract	14,500
FASTER / Fleet Mgmt Software	Faster Asset Solutions	Fleet management	Sole Source	1 year	23,541
Firehouse Software	ACS Firehouse Software	DFRS / volunteers for	Sole Source	1 year	23,035
FuelForce	MultiForce Systems	Fuel Management	Sole Source	1 year	11,070
GIS from ESRI	ESRI	GIS	Sole Source	1 year	47,739
Internet Service Provider	NetworkMaryland	County Internet access	Bid/Contract	1 year	80,000
Judicial Dialog	Graphic Computer Systems	Case management	Sole Source	Yr 2 of 5 yr contract	24,000
Land Products (Permits, Inspections, Licensing)	Infor / Hansen	Permits, inspections,	Sole Source	1 year	65,371
Law Enforcement and Public Safety (LEAPS)	Intergraph	Police records, 911	Sole Source	1 year	205,932
LexisNexis Online 20-Licenses	Lexis Nexis	Law library	Sole Source	1 year	9,057
L-Soft Listserve	Contract	ListSERV	Sole Source	1 year	13,475
MediaManager (Granicus)	Granicus	Web streaming,	Sole Source	1 year	21,000
MiniSoft 320 Site License (STN)	Minisoft	Terminal emulation	Sole Source	1 year	3,200
MUNIS	Tyler Technologies	Land tax & billing	Sole Source	1 year	124,295
Nitro Adm, ESM, Receiver	Contract	Utility software tool	Bid/Contract	1 year	45,353
OnBase	JMT Group	Document	Bid/Contract	Yr 4 of 5 yr contract	41,083
Oracle - Micro Focus	Oracle	Enterprise Resource	Sole Source	1 year	1,910
Oracle Primavera Contract Mgmt	Oracle	Contract management	Sole Source	1 year	7,547
Oracle Cash/Deal Mgmt Budget & Revenues	Oracle	Treasury cash & deal	Sole Source	1 year	39,008
Oracle Peoplesoft - FCC	Oracle	Enterprise Resource	Sole Source	1 year	273,915
Oracle Peoplesoft - FCG & FCPS	Oracle	Enterprise Resource	Sole Source	1 year	719,362
PeopleSoft Tax Updates	Rimini Street	Tax updates - Synergy-	Bid/Contract	Yr 4 of 4 yr contract	30,000
TeamBudget	Questica	Budget Mgmt	Sole Source	Yr 2 of 5 yr contract	28,900
TrendMicro NeatSuite / Encryption	To be determined	Antivirus, malware	Bid/Contract	1 year	46,150
VMWare Tools	To be determined	Utility software tool	Bid/Contract	1 year	35,000
Workline (STN)	STN	Work order mgmt:	Sole Source	1 year	10,000
Total					\$2,104,763